



Application Development Manager

Job Code: 2035

Originated: 07/2006

Salary Grade: 2167

FLSA: Exempt

Revised: New

EEO Code: 21

Supervisory: Yes

HR Ordinance Status: Unclassified

CLASS SUMMARY

The fundamental reason the classification of Application Development Manager exists is to provide management and leadership for members of the Information Systems Development team.

DISTINGUISHING CHARACTERISTICS

This is a stand-alone classification that oversees technical staff responsible for the development and implementation of computer applications throughout the organization, exercising considerable initiative and independent judgment.

ESSENTIAL FUNCTIONS

Performs duties and responsibilities commensurate with assigned functional area within a department(s) which may include, but are not limited to, any combination of the following tasks:

- Directs and manages technical personnel; observes, mentors, reviews and checks the work of staff to ensure customer satisfaction, quality of work, and conformance to City standards. Participates in and encourages staff development.
- Assists with the design, development, maintenance, and installation of software and interface components. Provides site configuration and administration for software products.
- Research and review current software and hardware products to recommend for implementation to ensure the City remain current with present and future technology trends.
- Manages all aspects of projects including resource allocation and budget requirements to ensure timely completion.
- Trains, mentors, and coaches other IS staff to full develop their technology skills to provide depth of knowledge for the continuation of quality products and services.
- Interacts with management staff and customers to communicate project status efforts, system analysis, and design and operation data.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge, Skills and Abilities

Knowledge of:

Management practices and procedures
Microsoft software development tools and database technologies
Familiarity with scripting languages
Information technology systems design and programming
Design specification development
Data communications security and privacy techniques
Principles of business system analysis, including the analysis of procedures, equipment, and methods
I. S. processes, regulations, codes, ordinances and terminology

Ability to:

Analyze data and issues and make sound judgments about appropriate management actions or recommendations.
Evaluate and resolve customer problems and issues.
Analyze, interpret, and present research findings.
Analyze specifications and instructions to develop appropriate systems and programs.
Prepare design specifications
Conceive a variety of solutions to functional problems and reduce abstract ideas to easily understood procedures.
Understand database organization access and retrieval technique
Debut new and existing programs.
Listen and communicate effectively (verbally and in writing) and establish and maintain good working relationships with, co-workers, the general public, and professionals in related fields.
Produce written documents with clearly organized thoughts using proper sentence construction, punctuation and grammar.
Supervise technical staff requiring the ability to observe, review and check the work of staff members to ensure conformance to standards.

Education and Experience

Requires any combination of training, education and experience equivalent to a bachelor's degree in information systems, computer science or a related field and five years experience using Microsoft development tools and database technologies.

Licensing and Other Requirements

Requires a valid standard Arizona Drivers License with no major driving violations within the last 39 months.

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SUPERVISION RECEIVED AND EXERCISED

Work is performed under general direction of the Applications & GIS Director. This classification carries out supervisory responsibilities in accordance with the organizations policies and applicable laws.

WORK ENVIRONMENT/PHYSICAL DEMANDS

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job or that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Operates standard office equipment including a computer requiring continuous and repetitive arm, hand and eye coordination.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.